Job Title: Police Records Clerk II

Department: Police

Immediate

Supervisor: Administrative Sergeant

Origination Date:	07/01/2001
Revision Date:	09/02/2010
Job Grade	803
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Performs support services to the Patrol, Investigations, and Police Administration functions. This position supports these functions through the preparation of all legal documentation necessary to initiate prosecution of a case. Handles all police reports filed through review, correction, back up documentation, and retention. Responsible for the accuracy of all official records and is responsible for forwarding documentation to parties such as the Courts and Attorneys. This position serves as the first point of contact with the general public by walk in or telephone.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Reviews and corrects the initial report entry, merges reports, and scans all documentation needed into completed reports. Must have knowledge of all state
		statutes to correct if necessary. Ensures all proper back up documentation (field
		testing, probable cause, domestic violence forms, and victim's rights forms) is accurate and included in completed reports. Prepares the final disposition forms and fingerprint
		cards (maintained on site, as well as duplicates sent to the state for criminal history
		record). Ensures 100% accuracy of these documents.
2	S	Trains, monitors, and provides feedback to officers in records entry; and assists
		Telecommunications, Officers, and citizens with inquiries in the Records Management
		System and CAD by answering questions and locating information.
3	S	Receives all subpoenas for officers. Researches records and prepares appropriate
		background information. Contacts and ensures the presence of the officer at court.
4	S	Processes all public records requests for the Police Department including audio, video,
		and photographs. Researches the request, reviews for legal criteria in releasing (under
		investigation, etc.), and verifies the identity and involvement of the requestor. This
		includes processing all requests for background checks from other government
		agencies, recruiters, law enforcement, and private companies.
5	S	Performs administrative duties by preparing written correspondence, processing
		paperwork, supplementing reports for insurance letters, maintaining files, notarizing
		documents, preparing and distributing accident forms, tracking and purging records,
		maintaining Intoxilyzer Records, issuing permits and registrations, collecting fees, and
		coordinating meetings and training.

	Physical Strength	ESSENTIAL FUNCTIONS
	Code	
6	S	Produces criminal activity report for weekly media release, ensuring accuracy of data
		and release of data according to Department and State guidelines.
7	S	Processes all court orders granting the request for the destruction of juvenile records by
		expunging those records pursuant to Arizona Revised Statutes and the Arizona State
		Library, Archives and Public Records Department.
8	S	Provides customer service by directing customers and staff to appropriate departments or external agencies. Provides assistance to the public by answering and directing telephone calls, entering calls for service (in the Computer Aided Dispatch computer program), greeting visitors, resolving problems and answering inquiries. Must be able to deal with situations that may involve irate citizens or police intervention such as domestic violence, child custody, and complaints against officers. Prepares receipts by entering and reconciling in Naviline and forwarding to Finance
	Ď.	Department. Manages petty cash by distributing petty cash reimbursements to staff, balancing the petty cash drawer, replenishing petty cash, and providing proper documentation.
10	S	Acts as back up for the Administrative Assistant by entering payroll, distributing incoming mail, and answering the Administrative Assistant's phone lines.
11	S	Enters criminal and civil citations into records management system.
12	S	Prepares all legal documentation necessary to initiate prosecution of a case. Forwards all documentation, within required time frame, to the appropriate agency, including but not limited to; Maricopa County Attorney's Office, City Prosecutor's Office, Municipal and Justice Courts (depending on the location of the offenses), and Juvenile Courts.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Minimum six months experience in a related field.
Certifications and Other Requirements	None
Reading	Work requires the ability to read general correspondence, records, reports, manuals, court paperwork, and record requests.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write general correspondence, memorandums, records, reports, and letters.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure. An example would be a "II" advising a "I".
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal/Human Relations Skills	Moderate - Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

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Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	☐ Making presentations ☐ Observing work site ☒ Observing work duties ☒ Communicating with co-workers	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	☒ File drawers☒ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N ⊠ R □ O □ F □ C	☐ Stairs ☐ Ladders ☑ Step stools ☐ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☐ To other departments/offices☐ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☐ Driving☒ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	☑ Supplies☑ Equipment☑ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□N □R □O 図 F □ C	☑ Desk work☑ Meetings☑ Driving	Bending	□ N □ R ☑ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R ☑ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☒ Paperwork☒ Monies	Hearing	□ N □ R □ O □ F ☑ C	☒ Communicating via telephone/radio, to co-workers/public☒ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☒ From computer to telephone☐ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☐ Under equipment☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	ed)								
Machines, Tools, Equipmen	t and Work	Aids:							
General Office equipment, fax machine	, copy machine,	calculator, tele	phone.						
Computer Equipment and S	oftware.								
Personal Computer, Microsoft Office, N		Latua Notas In	tamat	Marrilina	IID Coftwor				
Personal Computer, Microsoft Office, 1	ws software, i	Lotus Notes, III	ternet,	Naviiiie	, nr Soliwai	e.			
Environmental Factors:			1		T				
Environmental Condition	ons	Never	Seas	onally	Several T Per Moi		Several Ti Per Wee		Daily
Extreme temperature				_					
(heat, cold, extreme temp. changes fi	rom outside		'						
Wetness and/or humidity		×]					
(bodily discomfort from moisture)			<u>'</u>		Ш				Ш
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)	×	1						
Noise and vibration		⊠							
(sufficient to cause hearing loss)			<u>'</u>						
Physical hazards (high voltage, dangerous machinery	aggressive	\boxtimes							
prisoners, patients – <u>not customers</u>)									
Health and Safety Condition	15.								
Health and Safety Conditions	N = Never	R = Rarel	у	O = Oc	casionally	F=	Frequently	C =	Constantly
·	Never	Less than		1/3 or	more of		n 1/3 to 2/3	2/3	or more of
	occurs	hour per we	eek	the	time	of	the time	t	he time
Mechanical hazards	×								
Chemical hazards	X								
Electrical hazards	X								
Fire hazards	X								
Explosives	X								
Communicable diseases	X				<u> </u>				
Physical danger or abuse					<u> </u>				
Other (specify)									
Primary Work Location:									
☑ Office Environment									
☐ Warehouse									
☐ Shop									
☐ Vehicle									
☐ Recreation Centers/Neighborhoo	d Centers								
☐ Outdoors									
☐ Other (Specify)									
Duraha Alam English A. P.	·····								
Protective Equipment Requ	irea:								
IVA									

Job Demands

Overall Strength Demands:

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations			×	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	×			
Noisy/Distracting Environment	×			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.